

# Zero-Based Budget Report - Program Detail

## Sacramento-San Joaquin Delta Conservancy (3875) Budget Year 2012-2013 Staff and Resource Needs

<b>Program Area</b> (Total Positions & Resources)		<b>SACRAMENTO-SAN JOAQUIN DELTA CONSERVANCY</b> 6.6 Positions - \$1,486,000	
<b>Legal Authority</b>		<b>Public Resources Code 32300 et seq.</b>	
<b>Program Justification</b>		<p>Legal bases for the Conservancy are: • Included in the Delta Reform Act in Division 22.3 "The Sacramento-San Joaquin Conservancy Act" which establishes the Sacramento-San Joaquin Delta Conservancy under the Resources Agency.</p> <ul style="list-style-type: none"> <li>• Required by statute to act as a primary state agency to implement ecosystem restoration in the Delta and to support efforts that advance environmental protection and the economic well-being of Delta residents.</li> <li>• This act specifies the composition of the conservancy and grants certain authority to the conservancy, including authority to acquire property, use of conservation easements to accomplish ecosystem restoration when feasible.</li> <li>• This act requires preparation and adoption of a strategic plan by the Conservancy Board within two years of hiring a permanent Executive Officer.</li> </ul> <p>The Conservancy also supports efforts that advance environmental protection and the economic well being of Delta residents, including 12 mandates listed in Public Resources Code Section 32322(b)(1-12).</p>	
<b>Position Classification (number)</b>		<b>Contract Funding (in \$1,000)</b>	<b>Itemized Justification</b>
Career Executive Assignment (CEA IV) (1)			The Career Executive Assignment IV (CEA IV) serves as the Executive Director to work directly with the Conservancy's Board members to fulfill the legislative mandates required under the Sacramento-San Joaquin Delta Conservancy Act (described above) and to work closely with the Resources Agency in planning, organizing and managing the functions of the Conservancy and its staff. This position serves as the representative of the Delta Conservancy at various Federal, State, local meetings and forums and provides information, support and expert policy advice and recommendations to the Conservancy Board, Secretary of Resources Agency and the Executive and Legislative branches.
Program Manager II (1)			The Program Manager II serves as the Assistant Executive Officer for the Conservancy. Responsibilities include; 1) plan, organize and direct staff in the early implementation actions needed for the new Delta Conservancy, including the Strategic and Finance Plans required by legislation; 2) oversight on preparation and distribution of Board meeting materials to ensure transparency and public participation; 3) oversight and coordination on a broad and technically diverse range of projects produced by Delta Conservancy staff, consultants, or others; 4) assisting Executive Officer with administrative, personnel, other routine functions for the Conservancy.
Program Manager I (1)			The Program Manager I serves as Program Lead for Conservancy. Responsibilities include: 1) serving as lead in development of special projects for the Conservancy to support and advance co-equal responsibilities of environmental protection and economic sustainability; 2) advising and working directly with consultant team on development of Conservancy's Strategic Plan; 3) oversight and development of Executive Fellow team report; 4) serving as lead for Strategic Plan and Policy Subcommittee and Legislative Subcommittee.
Associate Governmental Program Analysts (2)			Two Associate Governmental Program Analysts (AGPAs). One AGPA serves as Board Liaison for the Conservancy Board. Responsibilities include; 1) developing, ensuring review of, assembling and distributing monthly meeting materials to the Conservancy Board; 2) addressing requests for information from Board members; 3) coordinating meeting logistics for monthly Board meetings such as meeting location, AV needs, handouts; 4) serving as clerk to the Conservancy Board and primary administrative point of contact for Board members. The second AGPA position serves as the Policy and Research Specialist for the Conservancy. Responsibilities include; 1) developing, analyzing and drafting federal and state contracts for funds received and distributed by Conservancy; 2) working with PM II, develop grants program, identify potential funding opportunities for the Conservancy and prepare grant packages; 3) research and analyze current laws, regulations, policies to ensure Conservancy is compliant in its grants program and funding requests; 4) provide support for Conservancy's CEQA/NEPA review process, and; 5) complete special research projects as needed related to Delta Conservancy program goals and policies and legislative mandates.
Executive Assistant (1)			The Executive Assistant to provide support to the Executive Officer. Responsibilities include; 1) technical authority over other support staff; 2) performing especially difficult and responsible secretarial work; 3) relieving the Executive Officer of a variety of administrative and office details; 4) reviewing all outgoing correspondence for the Executive Officer's signature for accuracy, grammar, and Program format; 5) Maintaining daily personal calendar for the Executive Officer; 6) coordinating meetings with state and federal department heads and elected officials (federal, state, and local levels); 7) handle a variety of callers and visitors including government officials, and ; citizens groups; 8) drafting responses to correspondence for signature as directed. 9) Maintain privacy for sensitive documents that the Chief Deputy must take action on, such as staffing or position changes.

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Staff Environmental Scientist (1)		The Staff Environmental Scientist to provide highly technical and complex scientific analyses and recommendations for the Conservancy. Responsibilities include; 1) assisting in development of Conservancy's Strategic Plan including review of best available science and technical work conducted by outside agency staff and consultants; 2) prepare Conservancy's Climate Change Policy; 3) develop recommendations for implementation plans for various Conservancy areas of focus including ecosystem restoration; 4) coordinate with State, Federal and local agencies in development of Delta-related programs that address the Conservancy's legislative mandates especially in areas of environmental restoration, water quality, levees and environmental regulation; 5) serve as primary staff in science-related projects and programs for the Conservancy; 6) prepare technical reports and presentations, guidelines, correspondence and other documents regarding implementation of policies in the areas of environmental restoration, water quality and levees; 7) attend meetings, conferences, and other appropriate venues to provide scientific information to Board members, stakeholders, agency staff and management and the public.
Resources	952	See Program Justification above.